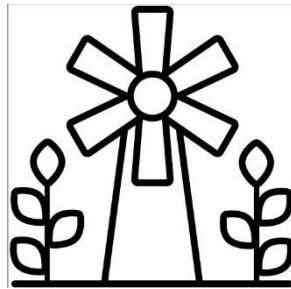


Sibsey Free Primary School



Attendance Policy

Attendance Lead – Graeme Wright

Approved by: Governing Body

Date: December 2023

Next review due by: December 2025



1. Mission Statement

Sibsey Free Primary School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the School will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

Absence from School, for any reason, can have a negative impact on a child's educational progress. To this end, holidays taken during term time should be avoided whenever possible, and with effect from September 2013, if taken during term time will be classed as unauthorised absence except in exceptional circumstances. Current law does not give any entitlement to parents to take their child on holiday during term time.

Parents should be aware that any parent who fails to ensure their child(ren)'s regular attendance at school may be issued with a Penalty Notice (fine) of £60 payable within 21 days, or £120 if they pay within 28 days. This is in accordance with Government and Local Authority guidance.

The Local Authority states that any unauthorised absence (not deemed as exceptional circumstances) of 4.5 days or more over a 6-week period would mean a Fixed Penalty Notice can be issued. (See appendices 4 – 9.)

2. Implementation

This policy has received the full agreement of the Governing Body and will be reviewed at least every two years.

Two publications supporting this policy are the DfE documents with links below:

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/272222/Working_together_to_improve_school_attendance.pdf)

[Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/272223/Summary_table_of_responsibilities_for_school_attendance.pdf)

3. Aims:

- All pupils in our school have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil will be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents and pupils to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

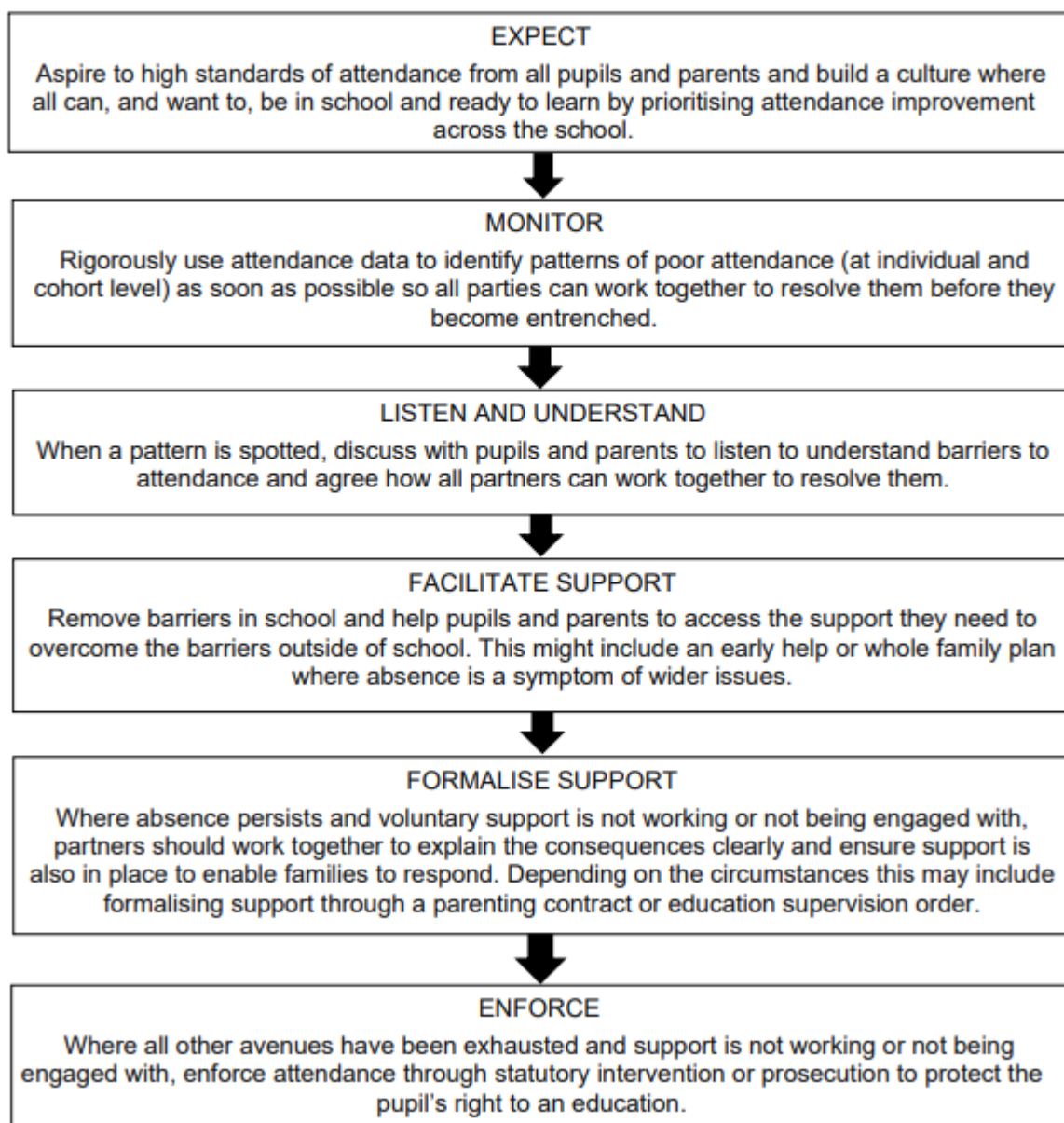
4. Expectations:

Our school has regular day-to-day contact with parents and has an efficient system for contacting parents when needed. This means that many parents are easily contactable which helps us to resolve problems and concerns quickly. If there is a problem relating to attendance parents would be invited to a meeting to discuss the problem discreetly. This may perhaps be by telephone call or letter and then discussing with them the reasons why a possible referral is being made to the Education Welfare Service or another agency. It would be emphasized that the expectation of this is to support and assist the family. If there are Child Protection concerns then the Lincolnshire Area Child Protection Procedures would be followed immediately.

The school follows the following pathway to improve attendance:

Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



We expect the following from all our pupils:

- That they attend school regularly.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents:

- To ensure their children attend school regularly and punctually.
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework (when appropriate).
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school.
- To avoid removing their child from school for holidays during term time.

Parents and pupils can expect the following from our school:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the student or their parent).
- Recognition and reward for good attendance.
- A quality education.

5. Encouraging Attendance through Good Practice and Rewards**Attendance is encouraged in the following ways:**

- Accurate completion of the registers at the beginning of each session and within 30 minutes of the start of the session
- Attendance checks by the headteacher at appropriate times
- A school certificate for 100% attendance
- Identification of Attendance Champions with the class with the highest attendance for the week being awarded a trophy.
- If necessary our school will establish a mechanism for working with those parents who are concerned that their children may be experiencing difficulty in attending school.
- The efficient use of the registration records kept centrally on the school administration system provides valuable, year group, class and pupil level attendance data which enables speedy analysis and timely responses by our school
- Parents receive in their children's mid and end of year reports details of their child's attendance and whether or not it is excellent, satisfactory or causing concern

6. Responding To Non-Attendance:**Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents must notify the school to inform them of an upcoming appointment. It is preferable for this to be done in writing. For some appointments, parents may be asked to provide a letter for an appointment. Applications for other types of absence in term time must also be made in advance.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9:30am or as soon as practically possible.

Parents are expected to call the school each day a child is ill or to inform the school for the expected period of absence. Depending on the length of time this is, further information may be sought by the school. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

If no note or message has been received by the school by 9:20am, then attempts will be made to contact the parents/carers by telephone. [It may be appropriate to make enquiries from siblings as to the reason for the absence]. A home visit may be conducted if there are relevant concerns to the child's wellbeing.

On the second day of non-attendance, if the child is still absent **and** no explanation has been received, then the school will again endeavour to make contact with the parents/carers for an explanation. A home visit may be conducted if there are relevant concerns to the child's wellbeing.

After three days of unexplained absence, the school may take the following action:

- contact the Education Welfare Service for support
- arrange an attendance panel meeting and invite parent/carer
- send a letter to the parent/carer
- conduct a home visit
- in extreme cases where the safety of the child cannot be guaranteed, a referral to the safeguarding team will be made

After 10 days of unexplained absence, the school will contact the children missing education team and notify them of the situation.

Reintegration

- The return to school for a pupil after long-term absence will require special planning. For example, it will be appropriate to establish a Pastoral Support Programme.

- Designated staff will be made responsible for deciding on the programme for return and for the management of that programme.
- All staff will be made aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Support from the SEND Coordinator will be available.

The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes will be reviewed regularly and amended as necessary.

Parenting Contracts and Parenting Orders may need to be considered as and when the need arises. (The school will refer to the law guide and relevant legislation if it feels necessary)

Staff will be notified of the return of the long-term absentees via the staff notices/daily briefings.

7. Procedure for Monitoring Absence

In consultation and collaboration with the Attendance and Inclusion Team, the School operates the following monitoring procedure:

- Parents/Carers will be notified by the Headteacher via the School Newsletter of the importance of regular attendance. They will also be informed of how attendance will be monitored.
- During each large term the headteacher will monitor attendance figures.
- If the attendance of any child falls below 90% during the monitoring period, then a letter will be sent to the parents highlighting the importance of regular school attendance. The letter will also inform parents that attendance will be reviewed over the next half term, and notifies them of the action that will be taken should attendance fall below 90% during that review period. (Discretion is used by the headteacher when considering attendance reports to allow for legitimate reasons for absence e.g. illness/medical reasons)
- Children who are persistent late arrivals (late but within the period of registration) will also be monitored and on reaching a trigger of 90% over a six-week period will be issued with a letter informing them of this.

Escalation Process

The action that will be taken if a child's attendance falls below acceptable limits is as follows:

- A letter will be sent seeking parental co-operation to raise child's attendance above 90%.
- Parents will be invited to attend a meeting with the Headteacher to try and work together to address the problem and agree an action plan.
- The school will contact parents and monitor child's attendance and a target will be sent for the next 4 weeks.

- If this target is not reached, then parents will be invited to attend a School Attendance Panel meeting which will give parents 4 weeks to meet a new attendance target. If parents fail to attend such a meeting, this could result in a Formal Legal Warning letter.
- When attendance remains below 90%, then parents may become involved in the Local Education Authority's Prosecution Procedure and parents may be prosecuted under section 444 of the 1996 Education Act for failing to ensure their child's regular school attendance.

8. Leave of Absence

Parents should be aware that any absence of a pupil from school can have a negative impact on the child's educational progress.

- If parents take their child(ren) on holiday during term time, this will be classed as 'unauthorised absence'. Only in very exceptional circumstances will the Headteacher authorise the absence.
- The current law does not give any entitlement to parents to take their child(ren) on holiday during term time.
- If parents feel aggrieved by the Headteacher's decision, they will be given the opportunity to appeal to the Governors' School Attendance Panel.
- Any application for leave must be made on the appropriate form available from the School office or school web-site, which must be completed in advance by the parent the pupil normally resides with.
- The use of Penalty Warnings and Penalty Notices for Unauthorised absences, including the taking of holidays without authorisation during term time, may be considered and will be issued in accordance with the local authority policy and procedures.

8. School Organisation:

In order for our attendance policy to be successful, every member of the staff makes attendance a high priority and conveys to pupils the importance and value of education.

In addition there are specific responsibilities allocated to individual staff:

Headteacher:

- To oversee and demonstrate ownership of the whole policy
- To regularly report progress on attendance to governors, pupils and parents
- To set challenging but achievable targets to reduce levels of absence

Class Teachers:

- To complete registers accurately and on time
- To follow-up immediately any unexplained absence by asking support staff to contact parents
- Correctly record 'Lates'
- To challenge suspicious or inappropriate reasons for absence
- To record all reasons for absence in the register
- To inform the Headteacher of concerns in a timely manner

Governors:

- A Governor(s) has a specific role/interest in monitoring attendance and/or policies

- Governors play a valuable role through representation at school attendance panels, parents evenings etc.
- Receive and monitor attendance progress reports at Full Governing Body Meetings
- Any areas of concern are raised at Full Governing Body meetings

Parents:

- Contact with school on first day of absence or as soon as possible
- Provide signed and dated absence notes for all absences if requested
- Support their child and the school in achieving maximum attendance

Pupil Reintegration Team and Attendance Package:

The Attendance support is now a paid-for service, which the school buys into. From this service where there is an element of or possibility of truancy or parental condoned absence, and the school systems have been tried to no avail, the school can also make use of EBSA and Pupil Reintegration Team.

Requests for intervention are subject to the following criteria:

1. In line with current legislation, any pupil absent for 10 consecutive days without explanation where vigorous attempts to find an explanation have failed, as this may have Child Protection implications.
2. Pupils with unauthorized absence of over 10%.
3. The School must have attempted to discuss concerns with the family, challenged the reasons for absence, be able to evidence this and informed parents at all times about possible involvement of the EWO via the use of the correspondence referred to at Point 7 above
4. Absences must be unauthorised, at least for the duration of the assessment period
5. Requests for intervention from child, parent or other agencies when absences may be authorised but there are serious concerns

Office Staff:

Our school's administrative staff play a vital role in supporting the school's attendance and absence management strategies.

- Produce updates from weekly registers, error sheets for teachers' information, termly % information, and individual children's attendance records – weekly and termly.
- Provide information for the Headteacher on % attendance, authorised and unauthorised absence.
- Take messages on absences from parents/carers to relay to teachers.
- Phone parents/carers regarding absences.
- Check attendance registers and enter information on to the school management system.

9. Liaising with External Agencies

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

Poor school attendance may be a symptom of a wide range of institutional, community, family or individual circumstances. Many of these circumstances will demand expert support beyond the remit of the school or Pupil Reintegration Team. It is therefore vital that strong partnerships are established with all agencies that work with children and young people. If utilised, the Pupil Reintegration Team may be able to help schools establish multi-agency meetings or may be able to advise on how schools can become involved in existing local arrangements.

Other Agencies to be used where appropriate in individual cases.

- 'Pathways' Service.
- Educational Psychologists.
- Special Educational Needs Service.
- Social Services.
- Local police.
- Boston Pilgrim School.
- Pastoral Support.
- Healthy Minds Service.
- MHST
- BOSS (Behaviour Outreach Support Service).
- EBSA
- Pupil Reintegration Team

10. School Attendance Targets

The Governing Body approves overall absence targets which are presented to them by the Headteacher.

Data Protection Act

The Data Protection Act and the General Data Protection Regulations place obligations on all agencies that process, store and share information on any individual. We have full regard for the requirements of the Regulations. Our school has a Privacy Notice which details the circumstances under which data is managed. Nothing in the legislation prevents our school

from sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

Review

This policy will be reviewed annually.

Appendix 1

Guidance For Class Teachers at Sibsey Free School:

Suggested Methodology

It is the legal responsibility of parents to see that their child/children receive(s) regular education suitable to their age, aptitude and abilities....

The Importance of Registration:

- Our school attendance registers, must be kept up to date. At the BEGINNING of each morning and afternoon session, pupils must be marked present or absent.
- If a child is present in the morning enter /
- If a child is present in the afternoon enter \
- If a child is absent at either session enter code:
- N – No reason yet provided for absence (unauthorised)
- B – Educated Off Site (not dual registration) (authorised)
- C – Other authorised circumstances (not covered by another code) (authorised)
- D – Dual registration (i.e. pupil attending other establishment) (authorised)
- E – Excluded (no alternative provision made) (authorised)
- G – Family holiday (not agreed or days in excess of agreement) (unauthorised)
- H – Family holiday (agreed) (authorised)
- I – Illness (not medical or dental etc. appointments) (authorised)
- J – Interview (authorised)
- M – Medical/Dental appointments (authorised)
- O – Unauthorised absence (not covered by any other code or description) (unauthorised)
- P – Approved sporting activity (authorised)
- R – Religious observance (authorised)
- S – Study leave (authorised)
- T – Traveller absence (authorised)
- V - Educational visit or trip (authorised)
- W – Work experience (authorised)
- L – Late (before registers close i.e. after 9.00 a.m. but before 9.30 a.m. and after 1.15 p.m. but before 1.45 p.m.) (present but recorded as late)
- U – Late (after registers close i.e. after 9.30 a.m. and after 1.45 p.m. and no reasonable explanation) (late and recorded as unauthorised)
- X – Non-compulsory school age absence (not counted in possible attendances)
- Y – Unable to attend due to exceptional circumstances. Enforced closure, or transport provided by LA not available, or local or national emergency
- Z – Pupil not yet on roll (not counted in possible attendances)
- # - Planned whole or partial closure

Teachers are aware at Sibsey Free School that accurate marking of registers, and appropriate maintenance of electronic and computerised systems has a significant impact on overall school attendance and absence figures.

Unauthorised Absence:

At Sibsey Free School every effort is made to ensure that if a child is absent a reason is established as quickly as possible. If a child arrives late (outside of 30 minutes from the beginning of the session i.e. after 9.30 a.m. and after 1.45 p.m.) this will be an unauthorised absence and a 'U' should be added to register.

Categorising Absence:

- Only the school, in the context of the law can authorise absence, a note or explanation from parents does not guarantee authorisation. If a class teacher does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Headteacher
- Emerging patterns of authorised absence are reported to the Headteacher for follow up

Filling in registers**At the beginning of the academic year**

It is the administrator's responsibility to populate the class register on ScholarPack

Each day

It is the teachers' responsibility to ensure that the register is completed at the appropriate times. (See guidance offered in The Importance of Registration)

Teachers should be aware that the attendance register of every class in every school has to be made available for inspection during school hours by H.M.I. and from the L.A. It is in teachers' interests to keep their registers up to date and accurate.

Please ensure that your register is up to date and accurate so that the office staff can complete their tasks (i.e. making relevant amendments on Manage Register section of ScholarPack when confirming details with parents). R

Appendix 2**Good Practice at our school:**

Good practice occurs with:

1. The Headteacher being charged with specific responsibility for pupil attendance.
2. The school has devised a sensitive scheme for the follow-up of absentees - e.g. either by telephoning home or sending out letters to parents or carers.
3. Class Teachers ensure that records of attendance are as accurate as possible and explanations for absence are produced when pupils return to school.
4. Rewards are available for individual pupils with an excellent attendance record in the form of certificates.
5. The school contacts parents/carers of pupils who are persistently late.
6. Absentees and truants are welcomed back to school upon their return and efforts made to reintegrate them socially and academically.

**Pupils Who Are Off Site Should Not Be Marked as Present.
The Following Activities Fall Within This Category.**

- Field trips and educational visits both in this country and overseas.

Absences should **not** be authorised under the following circumstances.

- Shopping trips.
- Holidays in term time where the permission of the school has not been given.
- Minding the house or looking after siblings.
- Lateness if registration is missed without explanation.
- Medical appointments that cannot be verified.
- No reason given.
- School staff have cause to believe that the note is not genuine or not valid.

Unusual circumstances may arise that lead to a young person being absent from school. The Head teacher will decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents are considered. Further advice will be sought from the LA.

Lateness:

Our school actively discourages late arrival by children who are persistently late or arrive late without reasonable explanation.

Our school's policy on how long registers remain open is thirty minutes from the beginning of registration. In the event of bad weather this period is extended.

Where a pupil arrives during the period when the register is open they may be marked present.

Where a pupil arrives after register closure without good reason, they are marked with a letter 'U' in black to indicate that they were late but that they are on site. The late arrival will be recorded as an unauthorised late arrival on the school management system.

Where a pupil arrives after 9.00 a.m. but before 9.30 a.m. and after 1.15 p.m. but before 1.45 p.m. they are late but within the open periods of the registers. Teachers indicate the late arrival with an 'L'. This will record as a late arrival on the school management system but not as an absence and will indicate to teachers that the child is on site.

Persistent Absence

Persistence is: 'Any pupil who at any point in the year has accumulated absence of 10% or more of the available sessions regardless of whether or not any of it is authorised'.

The Education Welfare Service is available to support the school in developing an action plan to reduce persistent absence.

Removal from the school roll

There are strict guidelines on the circumstances under which a pupil may be removed from the school roll. These are detailed in the Schools Administration Handbook (section A2).

Removal from the school roll under circumstances other than those detailed below is illegal.

- Where a school has been notified that the pupil has been registered as a pupil at another school
- Where a pupil has left the school and it is not known where the pupil has gone and the Local Authority have tried to locate the pupil
- Where a pupil has ceased to attend the school and the parent(s) have satisfied the County Council that the pupil is receiving education otherwise than by attendance at school
- Where the pupil has been absent without reasonable cause for four academic weeks and the Head Teacher of the school has failed, after reasonable enquiry and consultation with the Local Authority/Education Welfare Service to obtain information on the cause of the absence.
- Where the Headteacher has been notified that the pupil has died
- If a pupil has not returned to school within ten school days of the agreed return date after a family holiday in term time and the School and the Local Authority have tried to locate the pupil.
- Where the pupil has been permanently excluded

Schools can only lawfully delete non-compulsory school-age children in the following circumstances:

- The pupil has left the school
- 20 continuous school days' absence without good reason
- Death of the pupil
- Permanent exclusion

Ensuring Pupil Information is up to date

Our school ensures, as far as possible, that the information we hold on pupils and parents is accurate and up to date. This helps to ensure that contact with families is productive and that referrals to other agencies can be actioned effectively. Principle 4 of the Data Protection Act 1998 states 'Personal Data shall be accurate and, where necessary, kept up to date'

Pupils who are missing

Child Missing Education Team would be contacted in the first instance. Where it is believed that a pupil has left the area and enquiries have failed to establish the whereabouts of the pupil, the Common Transfer File is completed and uploaded to the DfES National Missing Pupils Database.

Appendix 3

Guidance For Parents:

The importance of regular and punctual school attendance is included in our correspondences to parents.

How parents can help us:

- Ensure that their children attend school regularly and that they arrive on time
- Contact the school whenever their child is absent, giving details of the reason or the absence and the length of time the child will be away
- Help their child prepare for the school day by ensuring that homework has been done and the child has everything he/she needs for the day ahead
- Attend Parents' Consultation Evenings to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect the child
- Contact the school if problems arise which may keep their child away from school, so that the school can help
- To avoid taking family holidays in term-time. Term time absences, especially during SATs and examination periods, may seriously affect the progress of your child

Appendix 4

Application for Term Time Absence

Application for Term Time Absence from School

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Authority expects all parents/guardians to ensure their child attends school whenever possible. Any absences, including holidays, taken during school time, could hinder academic attainment. If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the start of term time absence being requested.

| | |
|--|---------------|
| PARENT SECTION | |
| Full name of child/children | |
| DOB | |
| Class | |
| Name of parent/guardian | |
| Reason for absence | |
| Length of absence (school days) | |
| Dates of absence | |
| Parent/guardian signature | |
| SCHOOL SECTION | |
| Leave approved | Yes/No |
| Approved by: | |
| Total leave of absence days requested this academic year | |

As you are aware, schools report their attendance to the Governors and Local Authority and can only approve term time absence in exceptional circumstances. Therefore, we are unfortunately unable to authorise all requests so unless you receive an accompanying letter stating otherwise, your child's absence will be recorded in our registers as unauthorised, and you may receive a Fixed Penalty Notice. I am sure you understand the difficult position schools are in on this matter and if you would like to discuss it further, please do not hesitate to contact us at school. Thank you.

Appendix 5

Generic letter to Parents

September 2023

Dear Mr or Dear Mrs

Child's Name

DOB

The Education (Pupil Registration) Regulations 2006 was amended and came into force from 1st September 2013. The amendments have removed reference to family holiday and extended leave, as well as the statutory threshold of ten school days. Therefore the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence has now ceased.

As a result, a request for leave of absence will not be granted for the purpose of a holiday **unless deemed to be 'exceptional circumstances'**.

If you wish to seek approval for **any** request of absence for your child(ren) from school, then you must apply in writing to the Headteacher **at least four weeks in advance**. You should only then remove your child(ren) if the absence has been authorised, and notified to you on the school's application of term time absence form. Any exceptional circumstances must be clearly set out in the written request to the Headteacher who will consider each case upon its merits.

If you then choose to take your child out of school during term time and it is **not** deemed to be exceptional circumstances and/or has not been approved by the school, then this will be coded as an unauthorised absence and a Fixed Penalty Notice will be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

- **Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.**

If you have any concerns regarding this please contact your school's Headteacher. We appreciate your cooperation in this matter.

APPENDIX 6

WARNING LETTER TO PARENTS

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

PUPIL REGISTERED AT: Sibsey Free Primary School

Dear

This letter is a Fixed Penalty Formal Warning and is being sent to you because you have requested a period of absence from school for your child during term time. The period you have requested from _____ is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence.

If you choose to ignore this warning, you may receive a Fixed Penalty Notice for the above period of absence. A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- ☐ Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- ☐ Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- ☐ In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Should you wish to discuss this matter further, please contact the school.

APPENDIX 7

FORMAL WARNING LETTER TO PARENTS

FIXED PENALTY FORMAL WARNING

NAME OF CHILD/YOUNG PERSON:

DATE OF BIRTH:

PUPIL REGISTERED AT: Sibsey Free Primary School

Dear

This letter is a Fixed Penalty Formal Warning and is being sent to you because you have requested a period of absence from school for your child during term time. The period you have requested from is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence.

If you choose to ignore this warning, you will receive Fixed Penalty Notices for the above period of absence. A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

☐ Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise

☐ Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act

☐ In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

Should you wish to discuss this matter further, please contact the school.

Guidance for requesting a FPN


The new system is online and you will access the form via a link

<https://www.lincolnshire.gov.uk/xfp/form/528>

Follow the instructions, read the privacy notice and ensure you are prepared with all the information needed to apply for a Fixed Penalty Notice.

Register a Fixed Penalty Notice

Declaration

To find out how we use your data, [read our privacy notice \(opens in new window\)](#) .

To request a Fixed Penalty Notice you must ensure:

- the period of absence is recorded as unauthorised in the register
- a warning letter has been issued to the child's parents or guardians in both English and their native language if it is not English

Do you confirm the above has been done? *Required*

☐ I confirm

Next >

You must be prepared!

What you will need to:

- ensure the absence is recorded as unauthorised
- ensure the warning letter has been sent out in English and parents' first language if not English
- have the all documents ready as they will need to be upload

For a Holiday Absence:

Date of Absence

Was leave requested? Yes – upload evidence of request (optional)

Upload copy of attendance register - u/a absence coded 'G'

Date of FPN warning letter – upload the letter

For a Persistent Absence:

Upload copy of attendance register – u/a absence coded 'O'

Date of warning letter – upload warning letter

Parents reason for absence – upload evidence – copies of text, log, telephone log, School Attendance Panel minutes, School meeting minutes,

Home visits - dates and details of home visits, cold call or arranged – upload appointment letters

EHA: Yes – upload evidence of EHA

No – why was EHA not offered?

PLEASE NOTE:

IF ANY OF THE SECTIONS ARE NOT COMPLETED YOU WILL NOT BE ABLE TO MOVE ON TO THE NEXT SECTION. PLEASE CHECK THAT ALL DOCUMENTS UPLOADED ARE THE CORRECT ONES. ONCE YOU HAVE UPLOADED ONE DOCUMENT THE SYSTEM WILL THEN ALLOW YOU TO UPLOAD THE NEXT DOCUMENT.

What else will you need to provide?

- School details – name, DFE number, contact e-mail and contact name for person requesting FPN.
- Childs details – name, year group, DOB, address

The system enables you to enter up to four children per parent

- Parent/Guardian details – name, address and postcode, e-mail address, parent's first language.

You will be asked if the FPN is for both parents – if 'yes' fill in the details

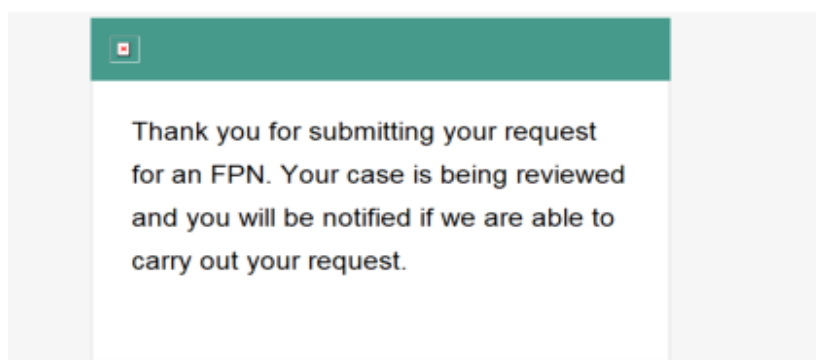
You will be asked if parents live at the same address – if 'no'

- Parent/Guardian details (second parent) – name, address and postcode, e- mail address, parent's first language.

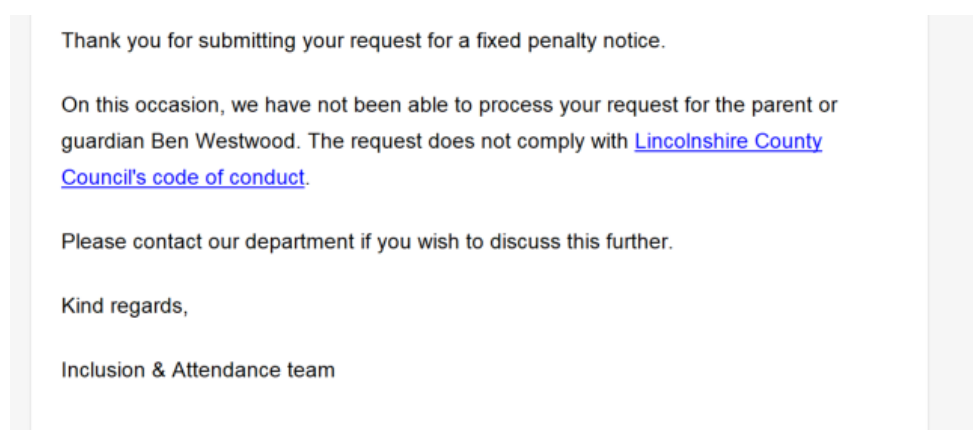
PLEASE NOTE YOU MUST PROVIDE AN E-MAIL ADDRESS OF BOTH PARENTS IF AVAILABLE. Parents will receive a copy of the FPN by e-mail and a paper copy by post. There will be a live link to the payment process in the e-mail copy.

Once you have completed the form you will be asked to review all details and if correct SUBMIT the document.

Once you have submitted your application, you will receive:



If your application has not been approved you will receive:



If your application has been approved you will receive:

The fixed penalty notice request you submitted on the 6th of July 2020 has been approved.

An official letter will now be sent to Mr Fred Flintstone. They will also receive an email if their email address was provided. The reference number for this fixed penalty notice is FPN000047.

You will be notified once payment has been made or if they do not pay within 28 days.

Kind regards,

Inclusion and Attendance team

If parent pays the fine with 21 days you will receive notification:

The parent Fred Flintstone has successfully paid their fixed penalty notice FPN000047. No further action will be taken.

Kind regards,

Inclusion and Attendance team

If the fine is not paid within 21 days it will automatically increase to £120

Parents will receive an email reminder that they have not paid and that the fine has now increased to £120.

School will not receive this notification

DfE - Summary table of responsibilities for school attendance

All pupils

| Parents are expected to: | Schools are expected to: | Academy trustees and governing bodies are expected to: | Local authorities are expected to: |
|--|--|--|---|
| <p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p> | <p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p> | <p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p> | <p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p> |

Pupils at risk of becoming persistently absent

| Parents are expected to: | Schools are expected to: | Academy trustees and governing bodies are expected to: | Local authorities are expected to: |
|---|---|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p> | <p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p> |

Persistently absent pupils

| Parents are expected to: | Schools are expected to: | Academy trustees and governing bodies are expected to: | Local authorities are expected to: |
|---|--|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p> | <p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p> |

Severely absent pupils

| Parents are expected to: | Schools are expected to: | Academy trustees and governing bodies are expected to: | Local authorities are expected to: |
|---|--|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p> | <p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p> |

Support for cohorts of pupils with lower attendance than their peers

| Parents are expected to: | Schools are expected to: | Academy trustees and governing bodies are expected to: | Local authorities are expected to: |
|--------------------------|---|--|--|
| <p>Not applicable.</p> | <p>Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.</p> <p>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.</p> |

Support for pupils with medical conditions or SEND with poor attendance

| Parents are expected to: | Schools are expected to: | Academy trustees and governing bodies are expected to: | Local authorities are expected to: |
|---|---|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p> | <p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p> |

Support for pupils with a social worker

| Parents are expected to: | Schools are expected to: | Academy trustees and governing bodies are expected to: | Local authorities are expected to: |
|---|---|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p> | <p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p> |

Monitoring

| Parents: | Schools: | Academy trustees and governing bodies: | Local authorities: |
|--|---|---|---|
| <p>Schools regularly update parents on their child's attendance.</p> | <p>Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools.</p> | <p>DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.</p> | <p>DfE Regions Group monitors local authority efforts as part of regular interaction.</p> |